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Register, Find, and Apply with Grants.gov

Presented

May 20, 2011

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Getting Registered

Get Registered -
Dun & Bradstreet (DNB) and the Central Contractor Registration (CCR)

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- Register with Dun & Bradstreet at http://www.dnb.com
- Requires TIN from IRS and organization information
- You will be issued a **DUNS** number
- Takes 3 – 5 business days

- Upon receipt use the DUNS to register with the Central Contractor Registration (CCR) at http://www.ccr.gov
- Establish the following:
  - **eBIZ POC** – Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
  - **MPIN** – Marketing Partner Identification Number
- Takes 3 – 5 business days

Get Registered -
CCR & Grants.gov

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- Organization data, eBIZ POC information, and MPIN are electronically transferred from CCR to Grants.gov.
- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov

Get Registered -
About the eBiz Point of Contact and AORs

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- Each organization has one eBIZ POC
- eBIZ POCs are assigned in CCR.

eBIZ POC

- The eBIZ POC approves Authorized Organization Representatives.
- AORs are allowed to submit grant applications on behalf of their organization.

AOR 1

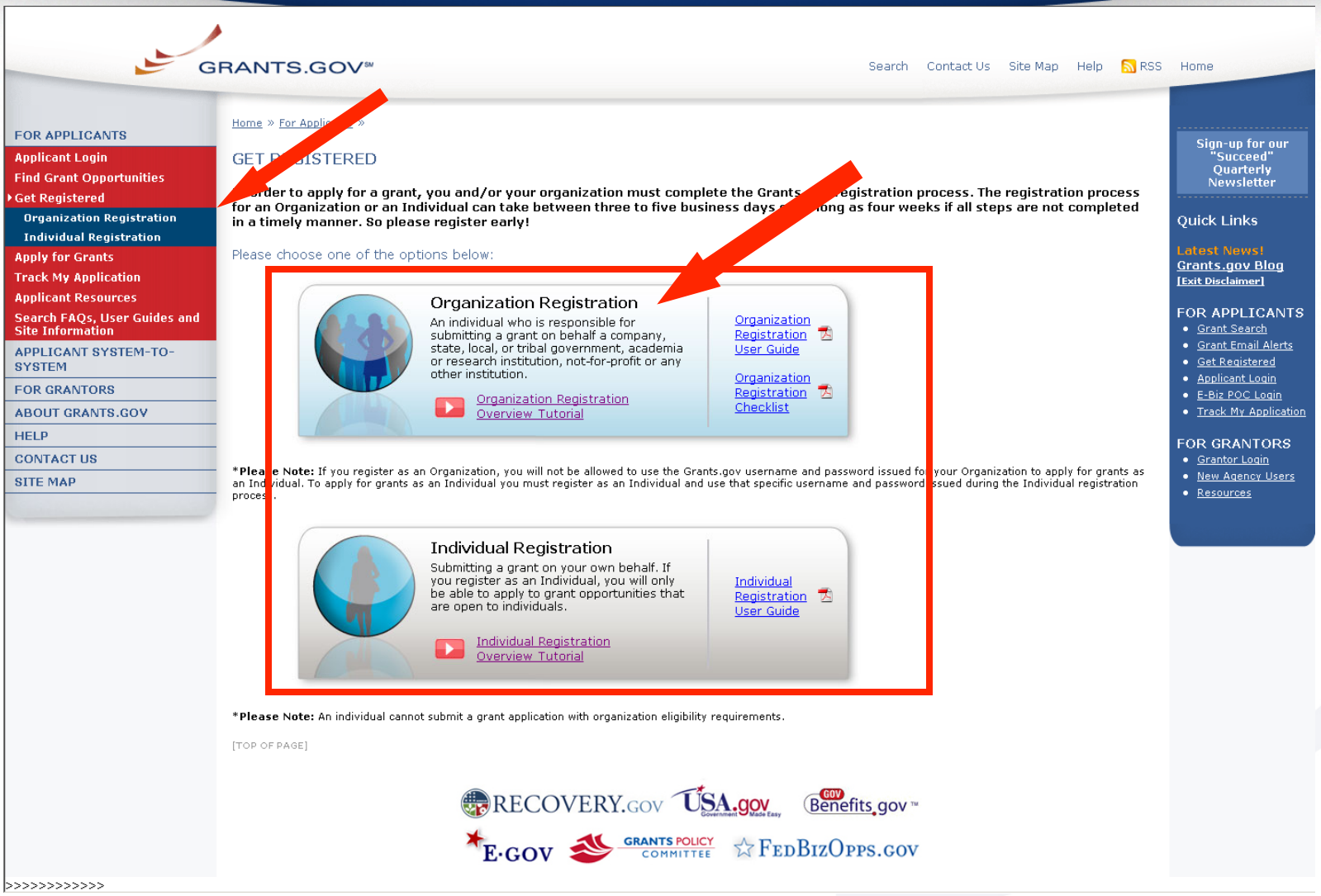
AOR 2

AOR 3

AOR 4

- One organization can have **MANY** AORs

Get Registered -
Registering with Grants.gov to be an AOR



Get Registered -
Enter your Registration Information

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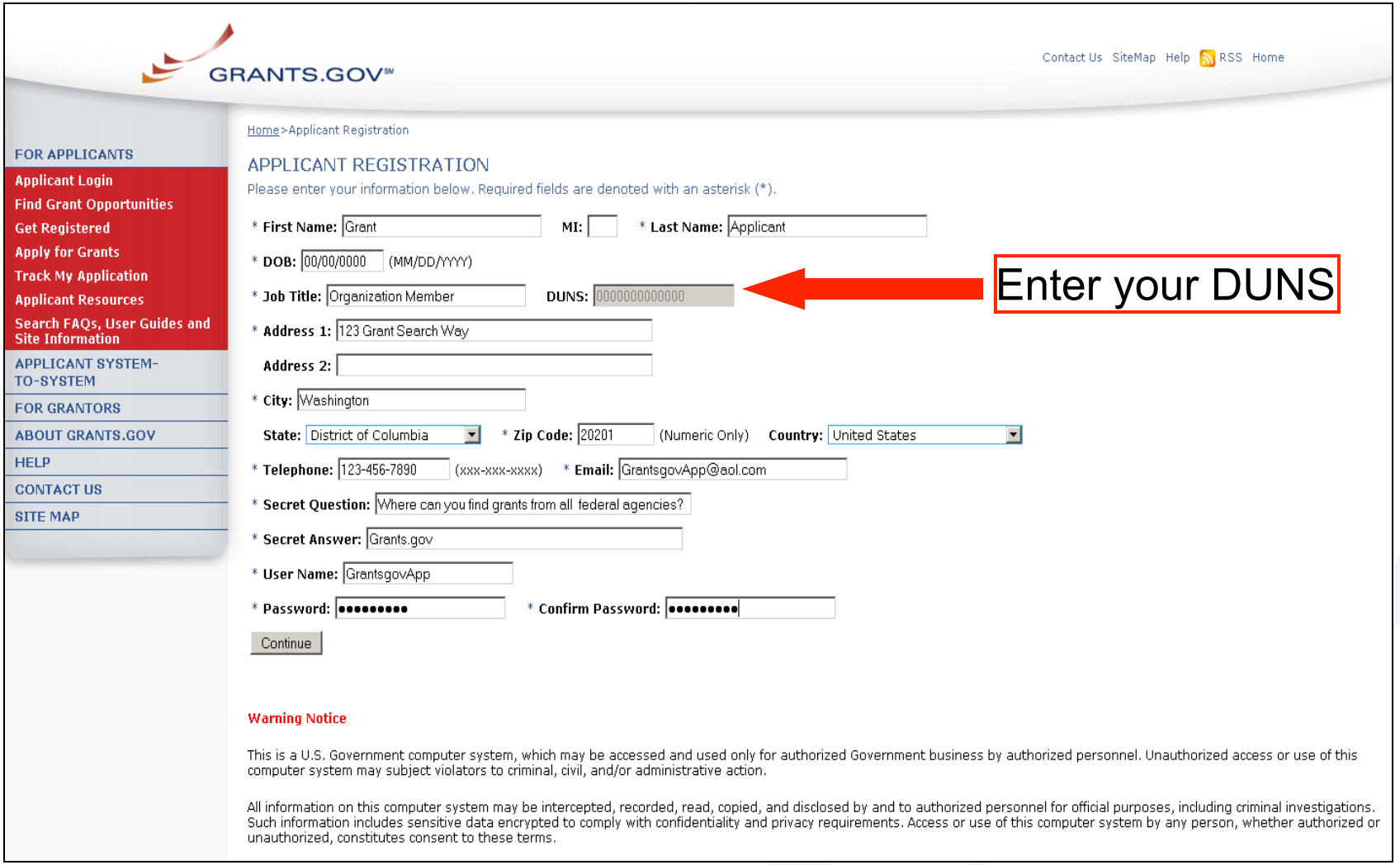
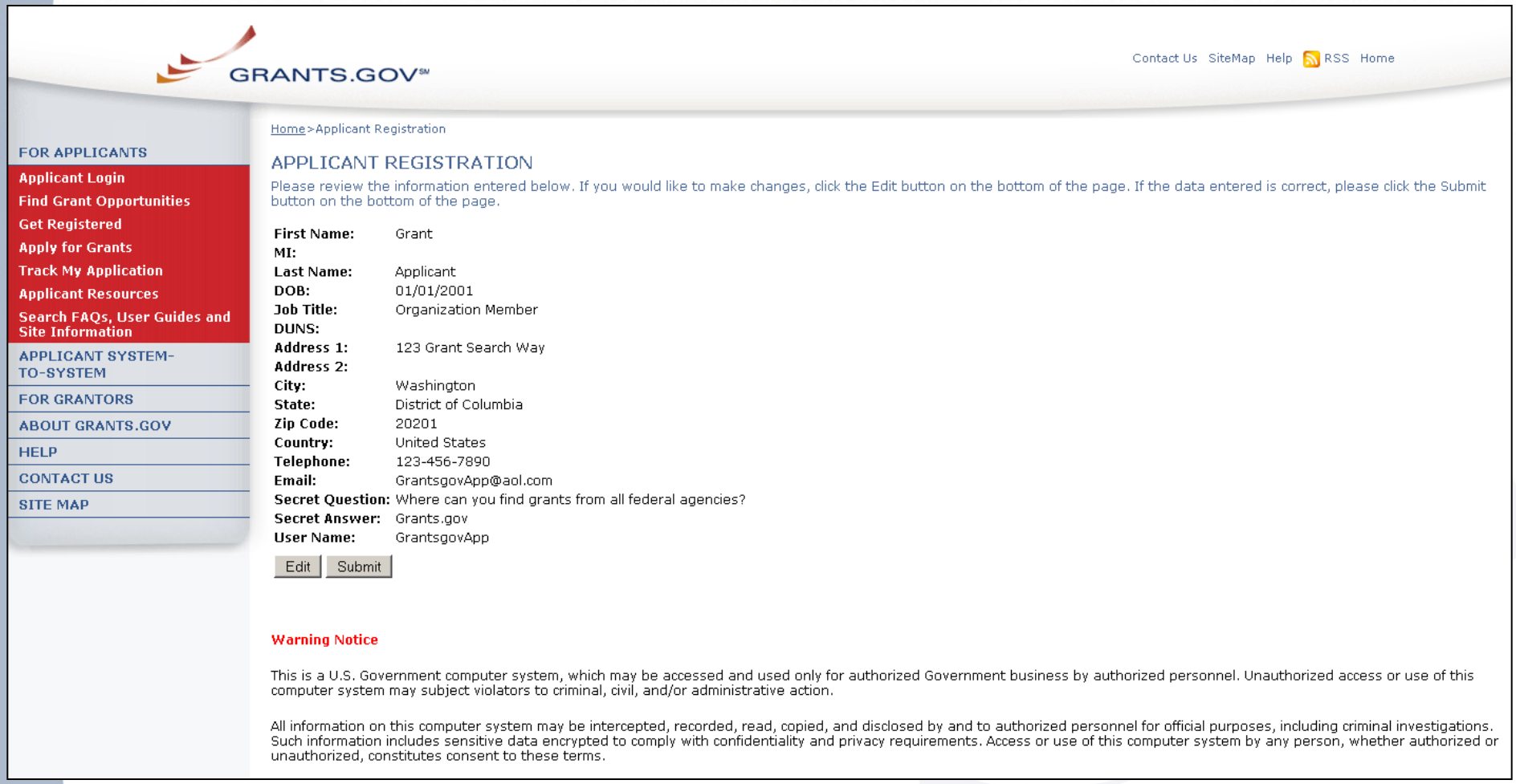


Get Registered –
Organization Registration Confirmation



Get Registered –
Completing Your Registration

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- **AOR Authorization by your eBIZ POC**
  - The eBiz POC at your organization will receive an email notifying him/her of your registration.
  - The eBiz POC must login to Grants.gov to confirm you as an AOR.
  - You will be unable to submit a grant application unless you are confirmed as an AOR by your eBiz POC.
- **Track AOR Status**
  - At any time, you can track your AOR status by logging in with your username and password.
  - You will receive a confirmation email notifying you that you've been authorized as an AOR for your organization.

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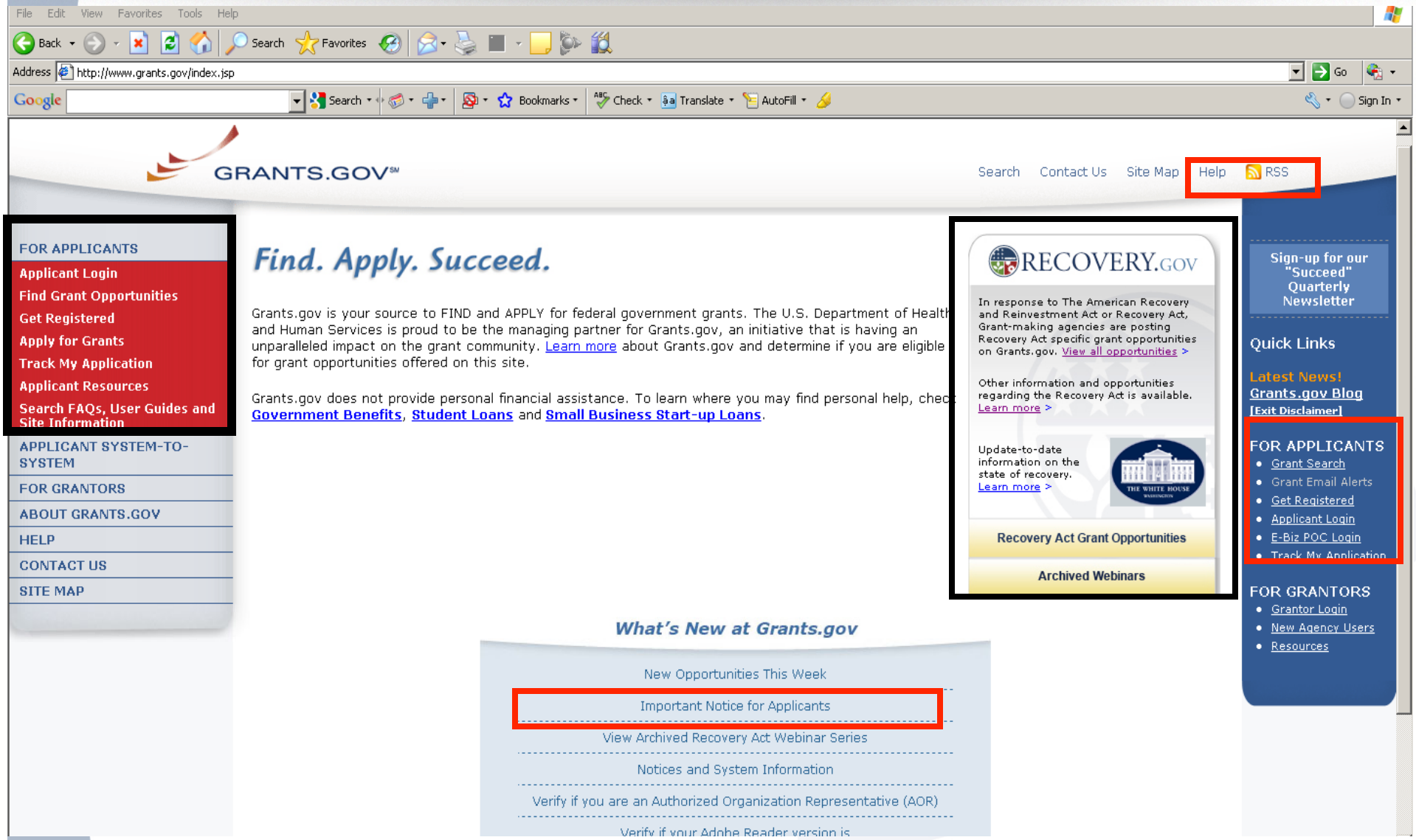
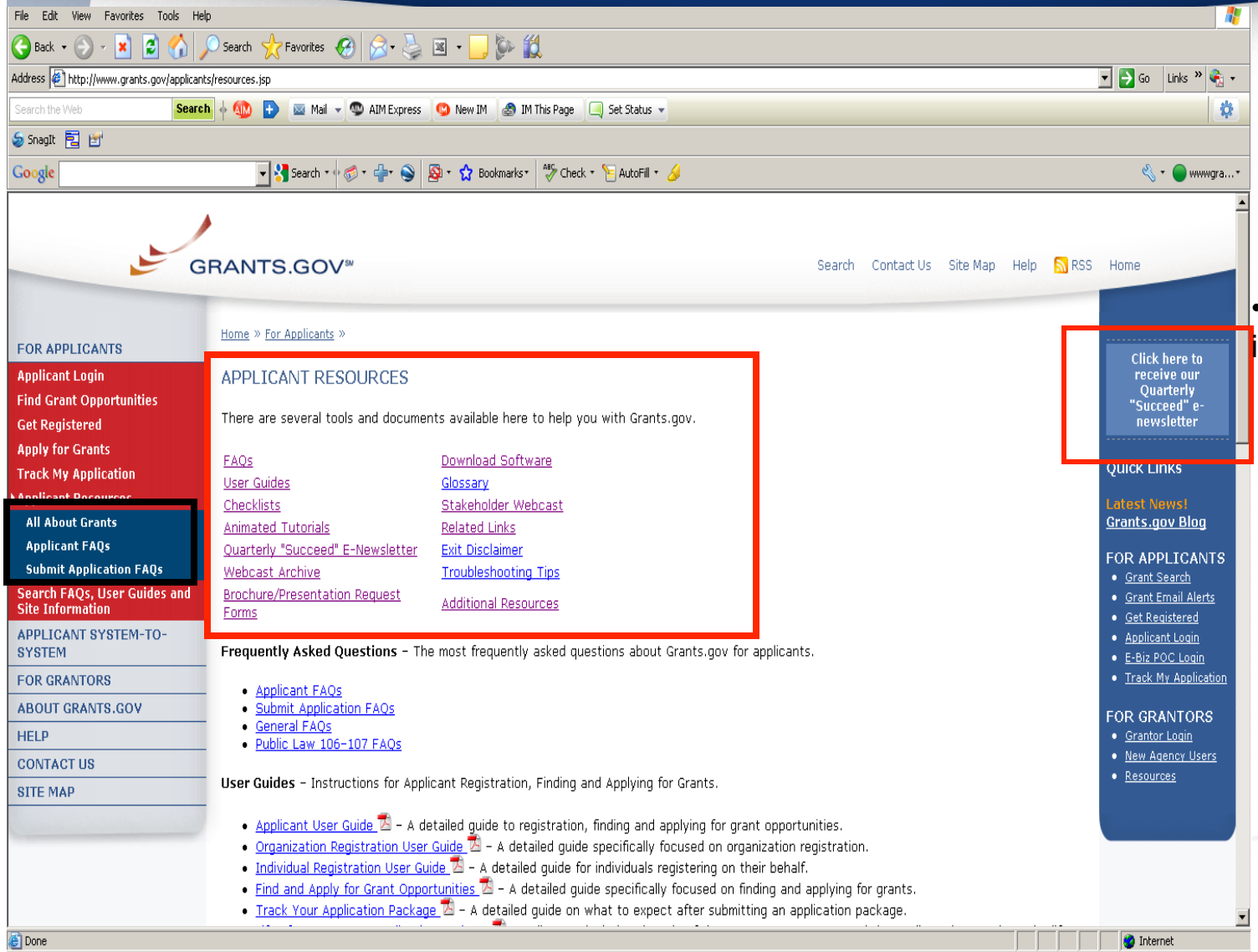
How To Navigate Grants.gov

Grants.gov Homepage



Applicant Resources



- Applicant Resources include
  - FAQs
  - User Guides
  - Check lists
  - Animated Tutorials

Subscriptions and E-mail Notifications

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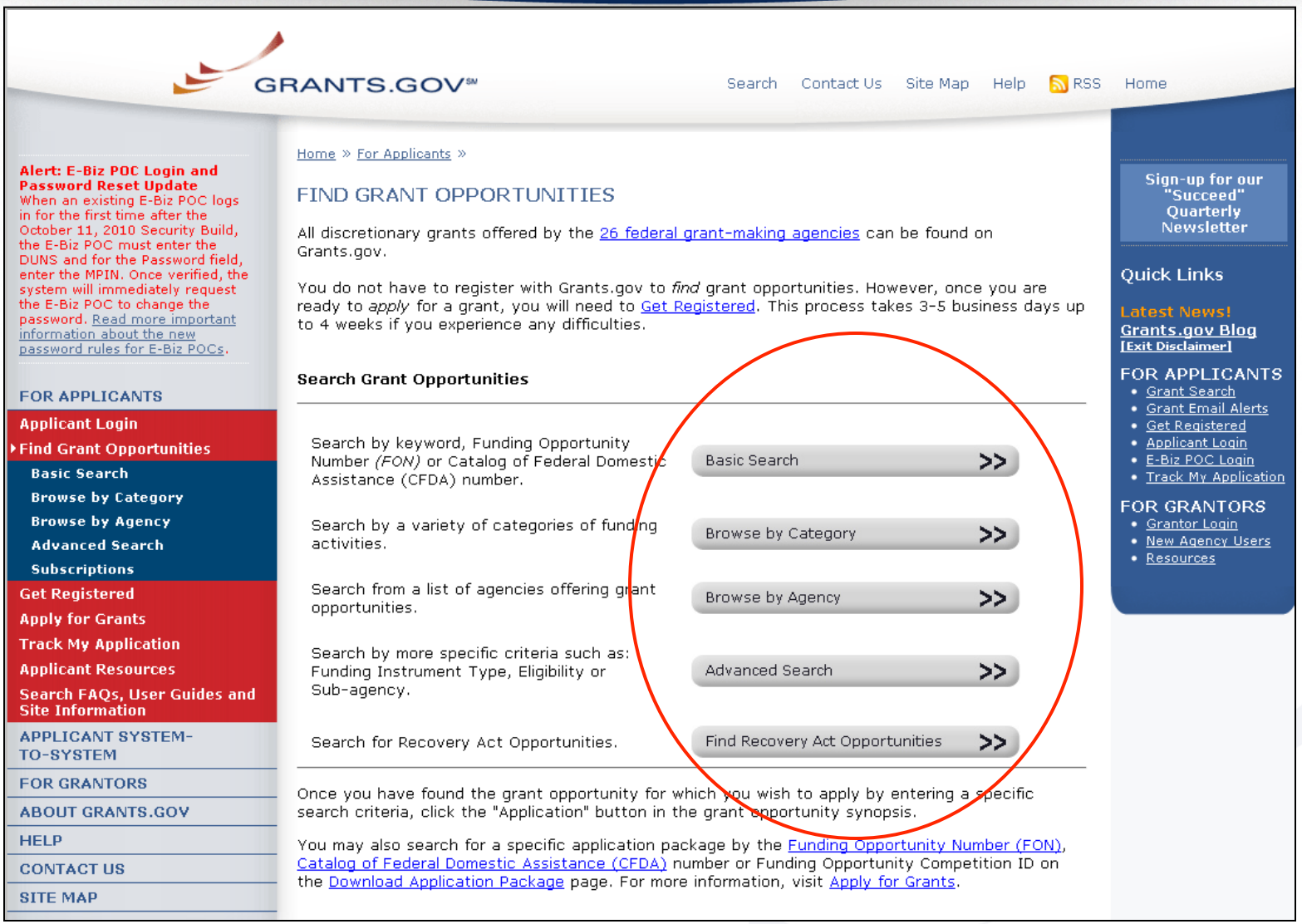
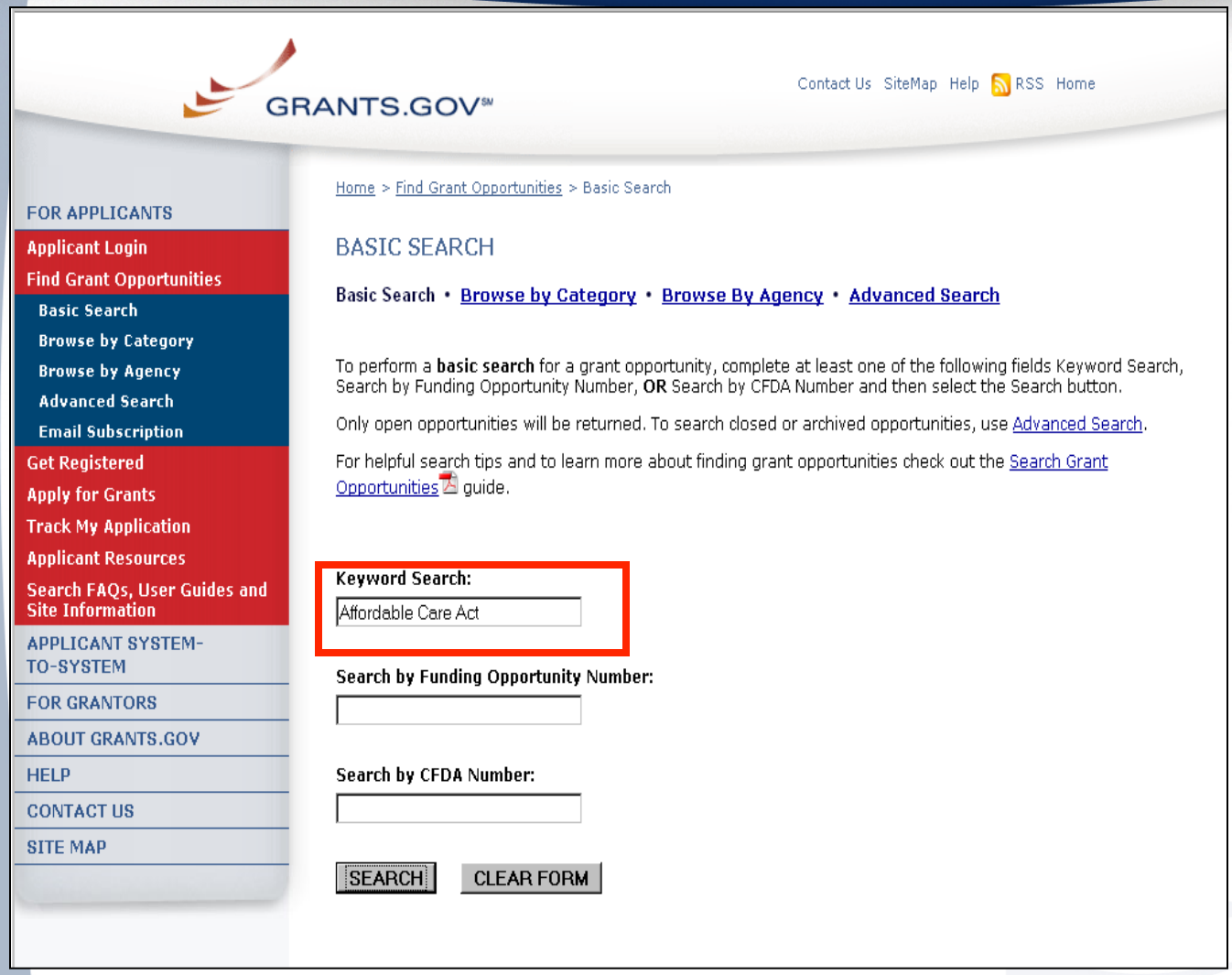
How to Search for Funding Opportunities

Find Grant Opportunities

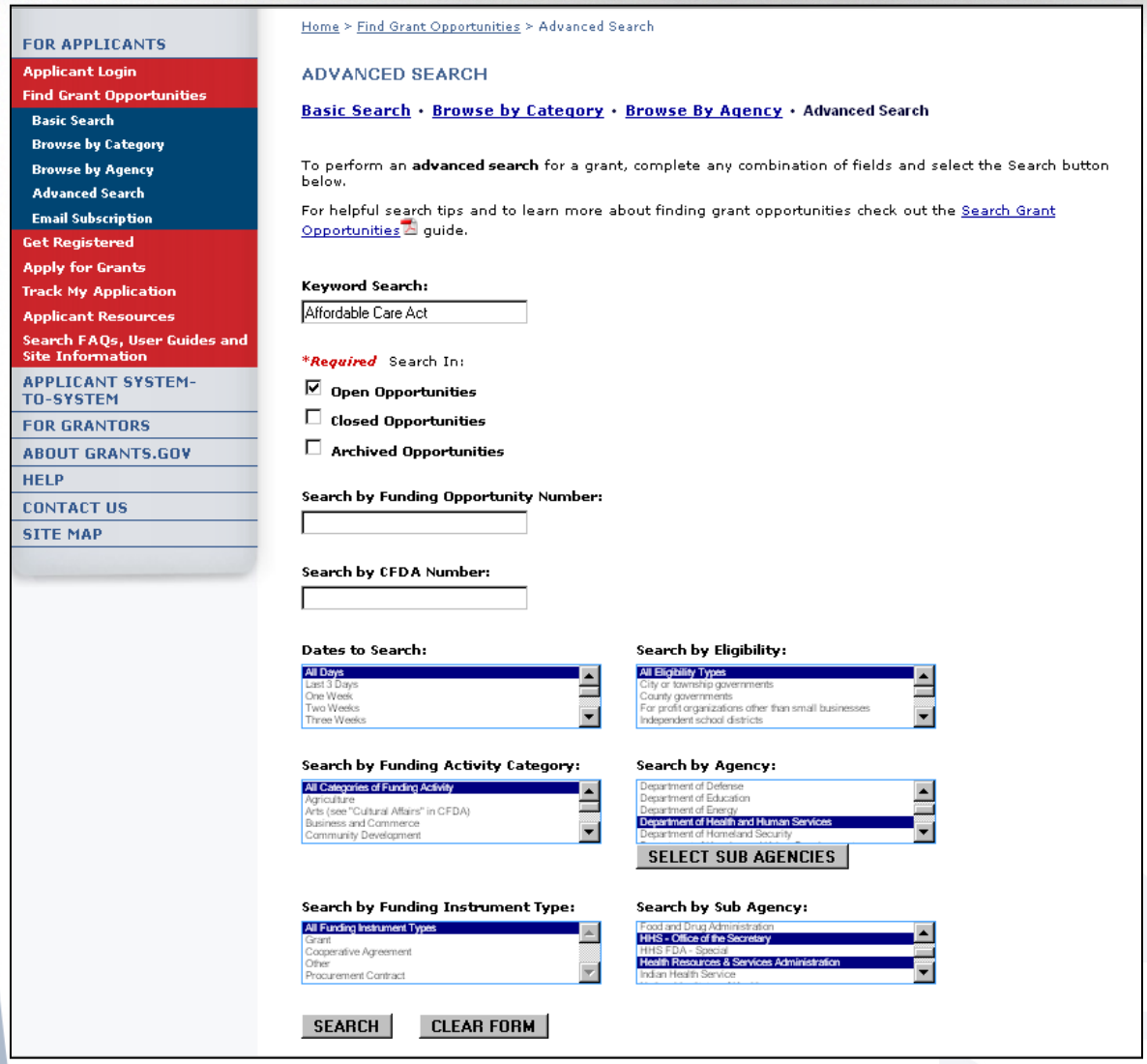


Find – Basic Search



- Search for grants by:
  - Keyword
  - Funding Opportunity Number, or
  - CFDA Number.

Find – Advanced Search



- Search for grants by adding more criteria including, but not limited to:
  - **Funding Agency** (e.g. HHS, EPA, Education, DHS, etc)
  - **Eligibility** (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)
  - **Category** (e.g., health, environment, housing, etc
  - **Date ranges**

Search Results

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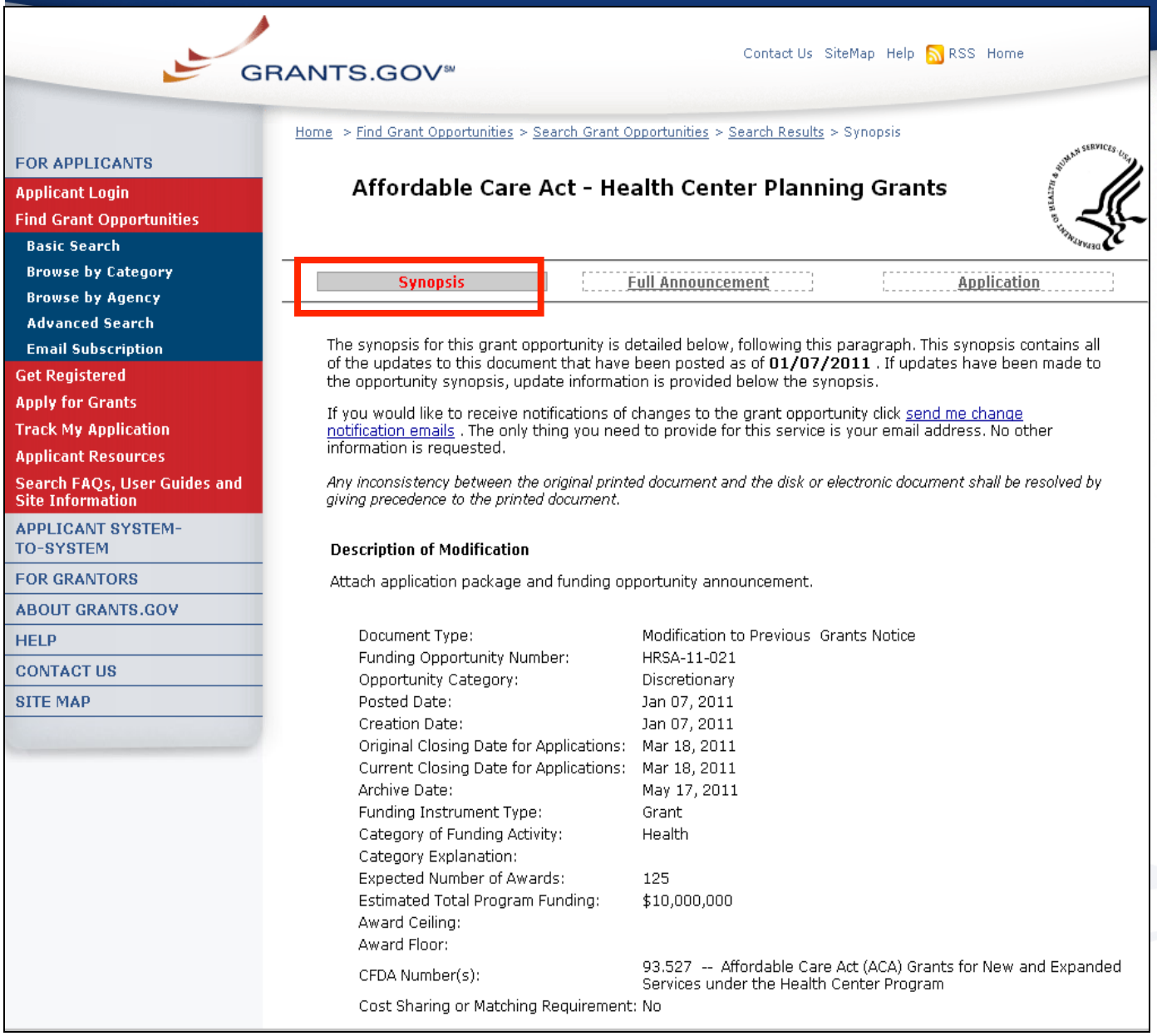
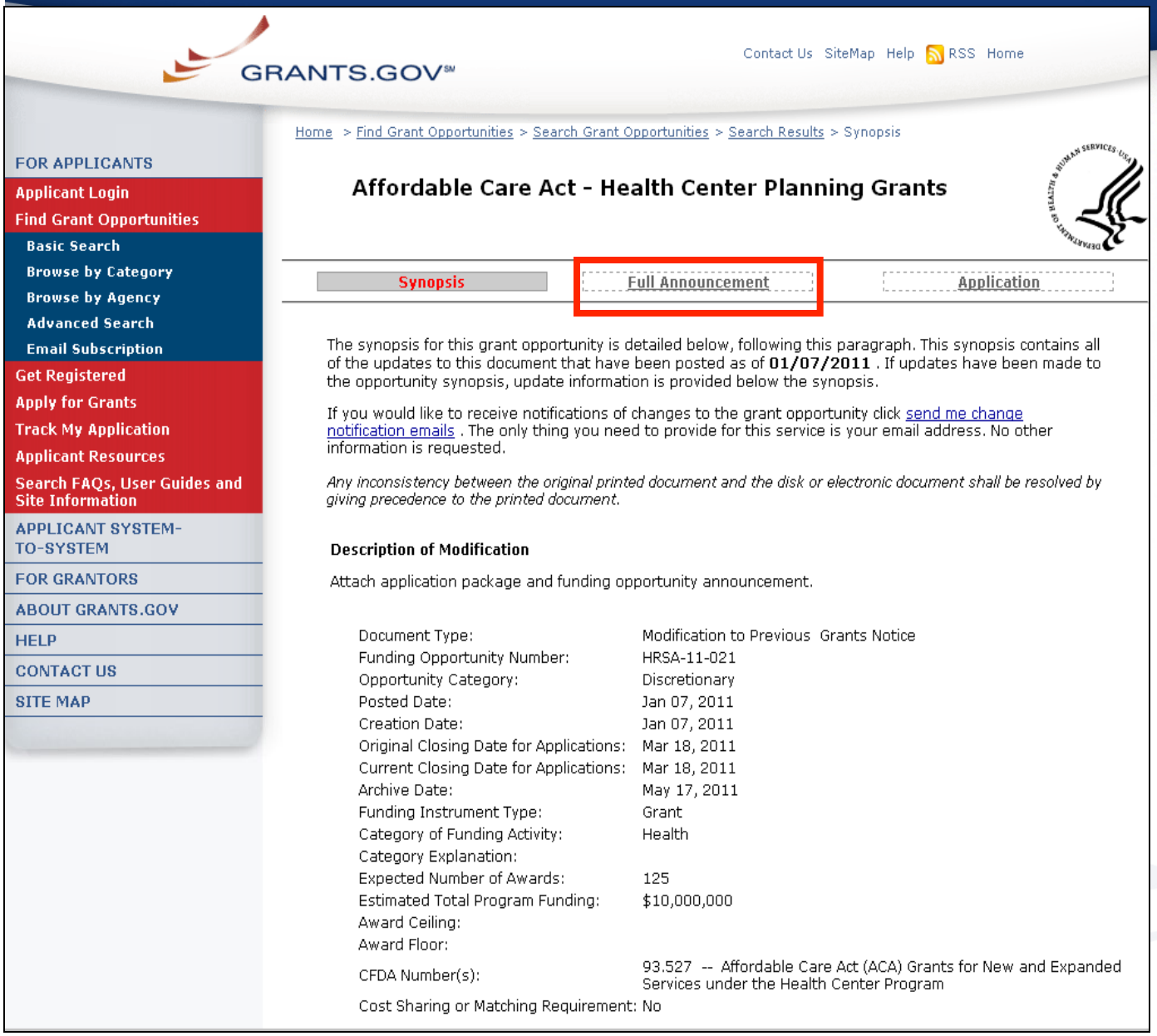
What's in a Funding Opportunity?

Synopsis



- The Synopsis contains high level information about the funding opportunity such as:
  - Funding Opportunity Number
  - Open/Close date
  - Program Funding Amount
  - Number of Awards
  - Program Contact Information

Full Announcement



- You can post the full RFA, Funding Opportunity Announcement, and any supplementary documentation

The Application Package and Instructions - 1

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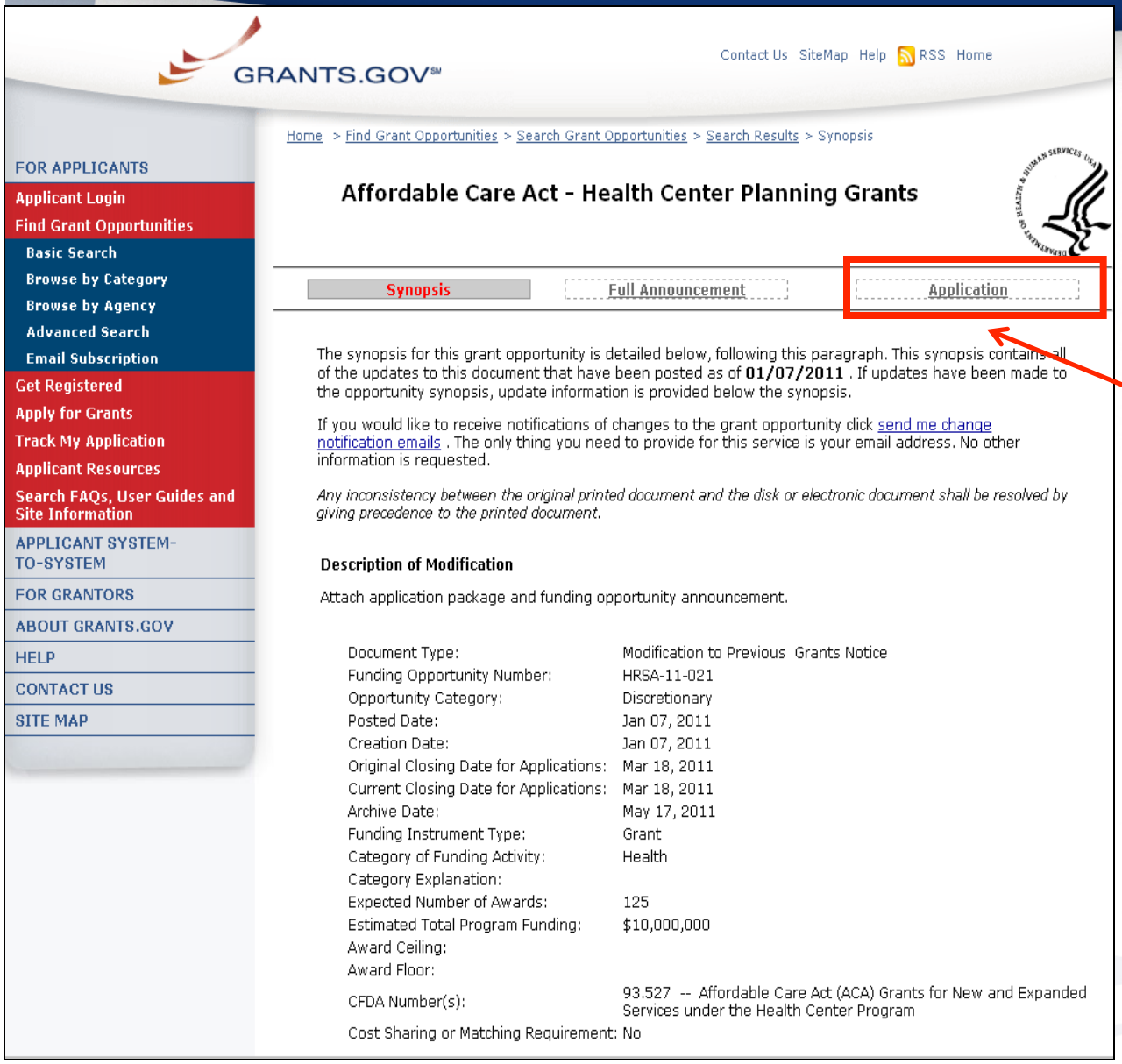
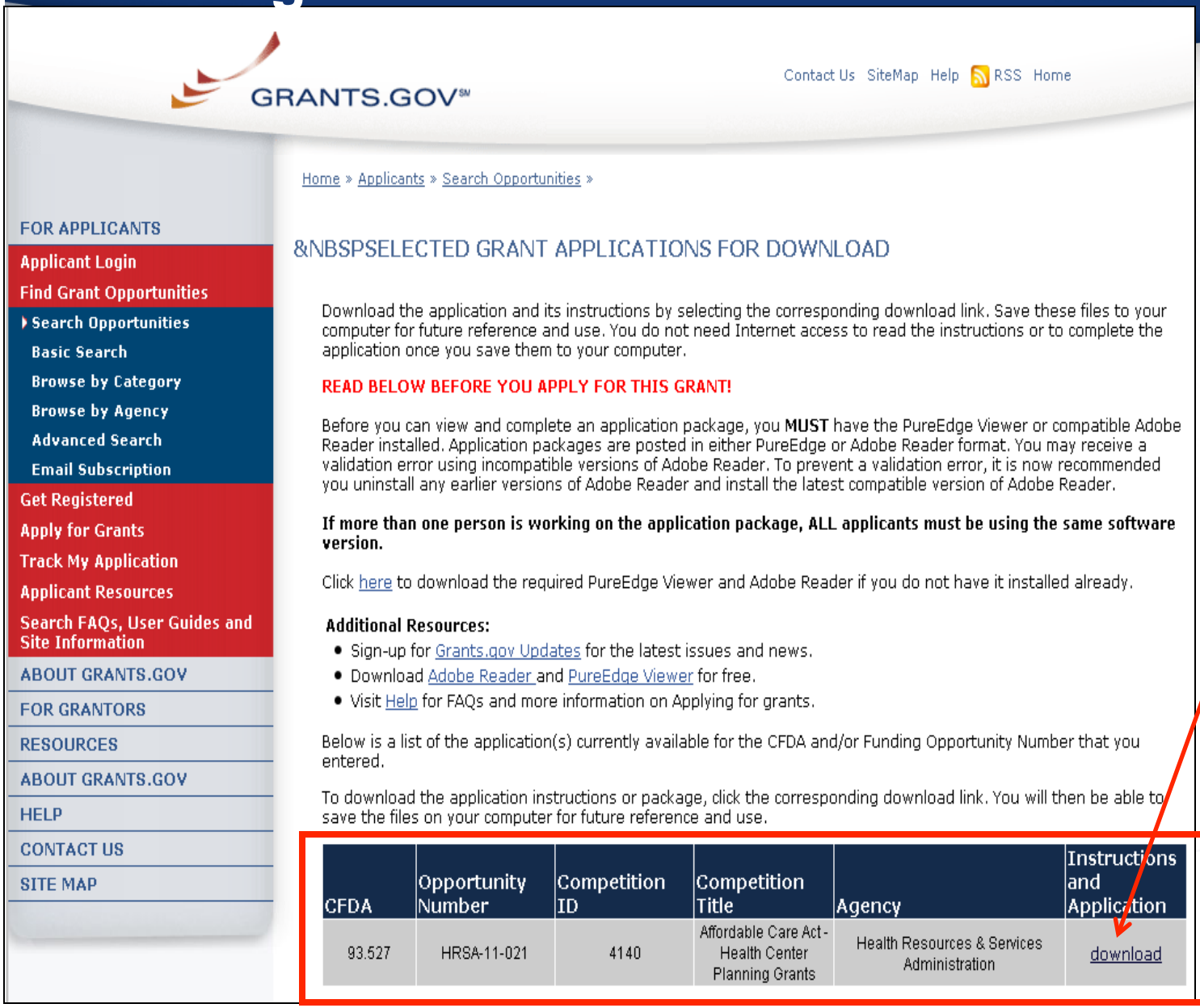


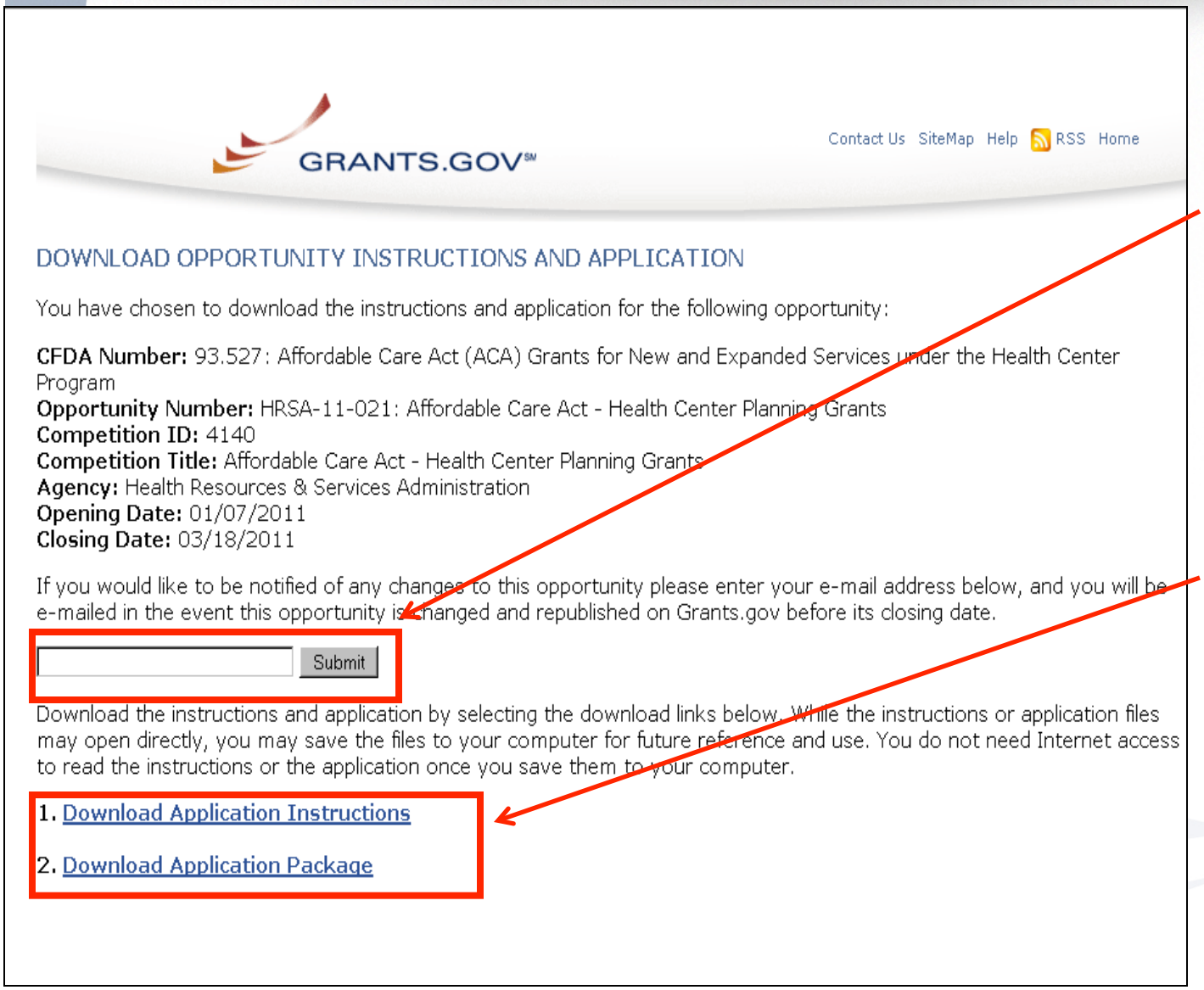
- Click on the Application Tab in order to download the Application Package and the Application Instructions

Download the Application Package and Instructions - 2



- Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions

Download the Application Package and Instructions - 3



- Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
- Right-click on "Download Application Instructions" and then Save As to your computer.
- Repeat the same action with "Download Application Package

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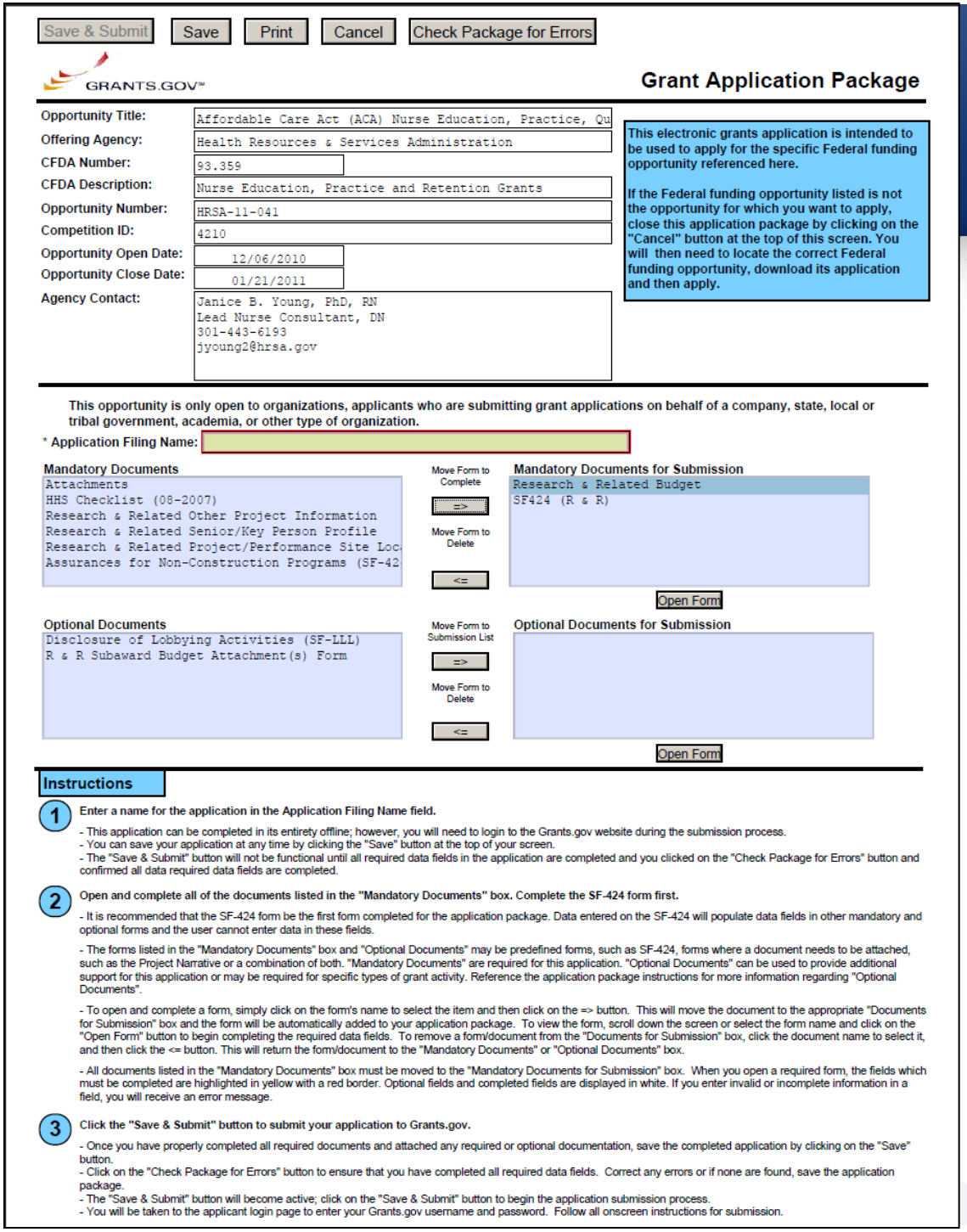
Navigating The Application Package



Save & Submit | Save | Print | Cancel | Check Package for Errors

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Grant Application Package

Opportunity Title:	Affordable Care Act (ACA) Nurse Education, Practice, Qu
Offering Agency:	Health Resources & Services Administration
CFDA Number:	93.359
CFDA Description:	Nurse Education, Practice and Retention Grants
Opportunity Number:	HRSA-11-041
Competition ID:	4210
Opportunity Open Date:	12/06/2010
Opportunity Close Date:	01/21/2011
Agency Contact:	Janice B. Young, PhD, RN Lead Nurse Consultant, DN 301-443-6193 jyoung2@hrsa.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents
- Attachments
- HHS Checklist (08-2007)
- Research & Related Other Project Information
- Research & Related Senior/Key Person Profile
- Research & Related Project/Performance Site Loc
- Assurances for Non-Construction Programs (SF-42

Move Form to Complete => | Move Form to Delete <=

Mandatory Documents for Submission
- Research & Related Budget
- SF424 (R & R)

Open Form

Optional Documents
- Disclosure of Lobbying Activities (SF-LLL)
- R & R Subaward Budget Attachment(s) Form

Move Form to Submission List => | Move Form to Delete <=

Optional Documents for Submission

Open Form

Instructions

1. **Enter a name for the application in the Application Filing Name field.**

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

2. **Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

3. **Click the "Save & Submit" button to submit your application to Grants.gov.**

- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
- You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

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- The grant application is a PDF file composed of forms
  - Requires Adobe Reader which is a free download from Adobe.com
  - Can be saved to your computer
- The application home page has many components
  - Information on the funding opportunity
  - Closing date
  - Agency contact information
  - Forms to be filled out

Working on Forms

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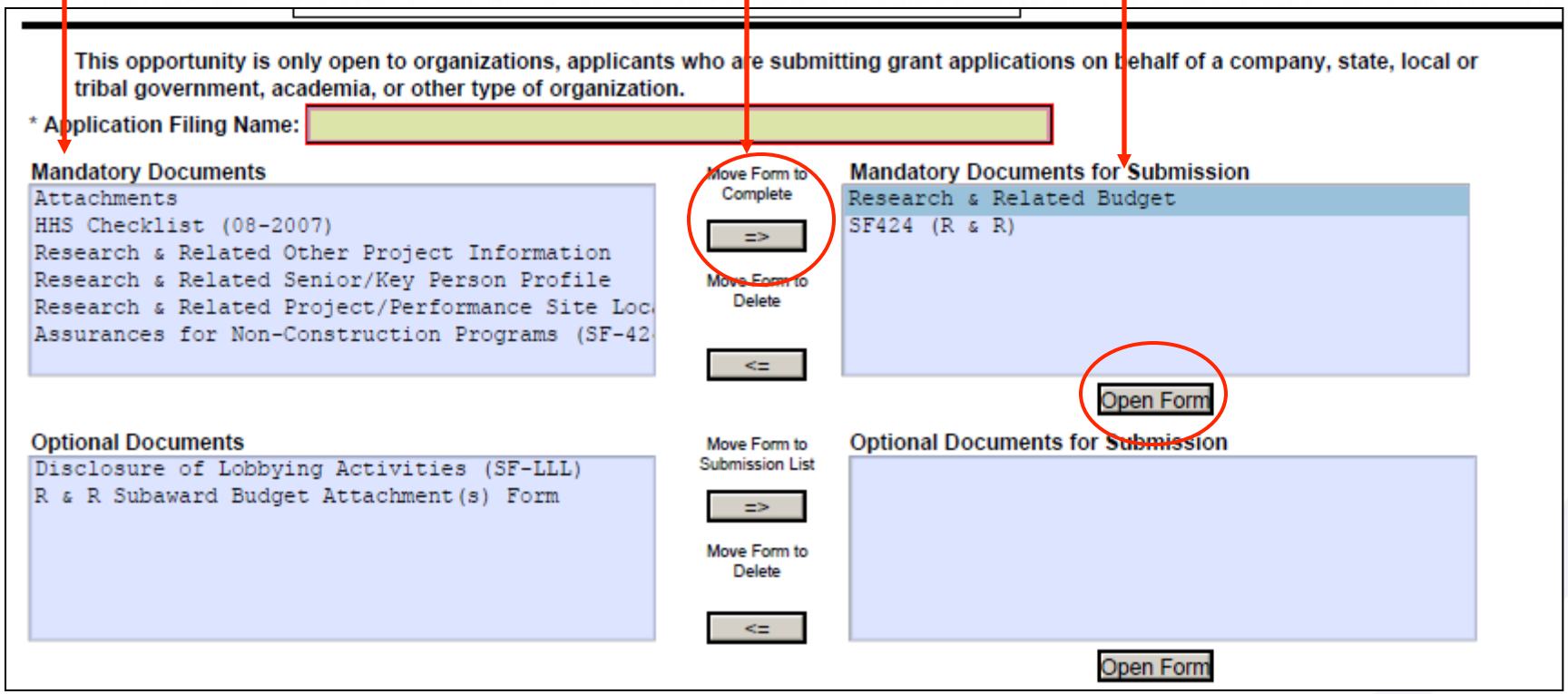
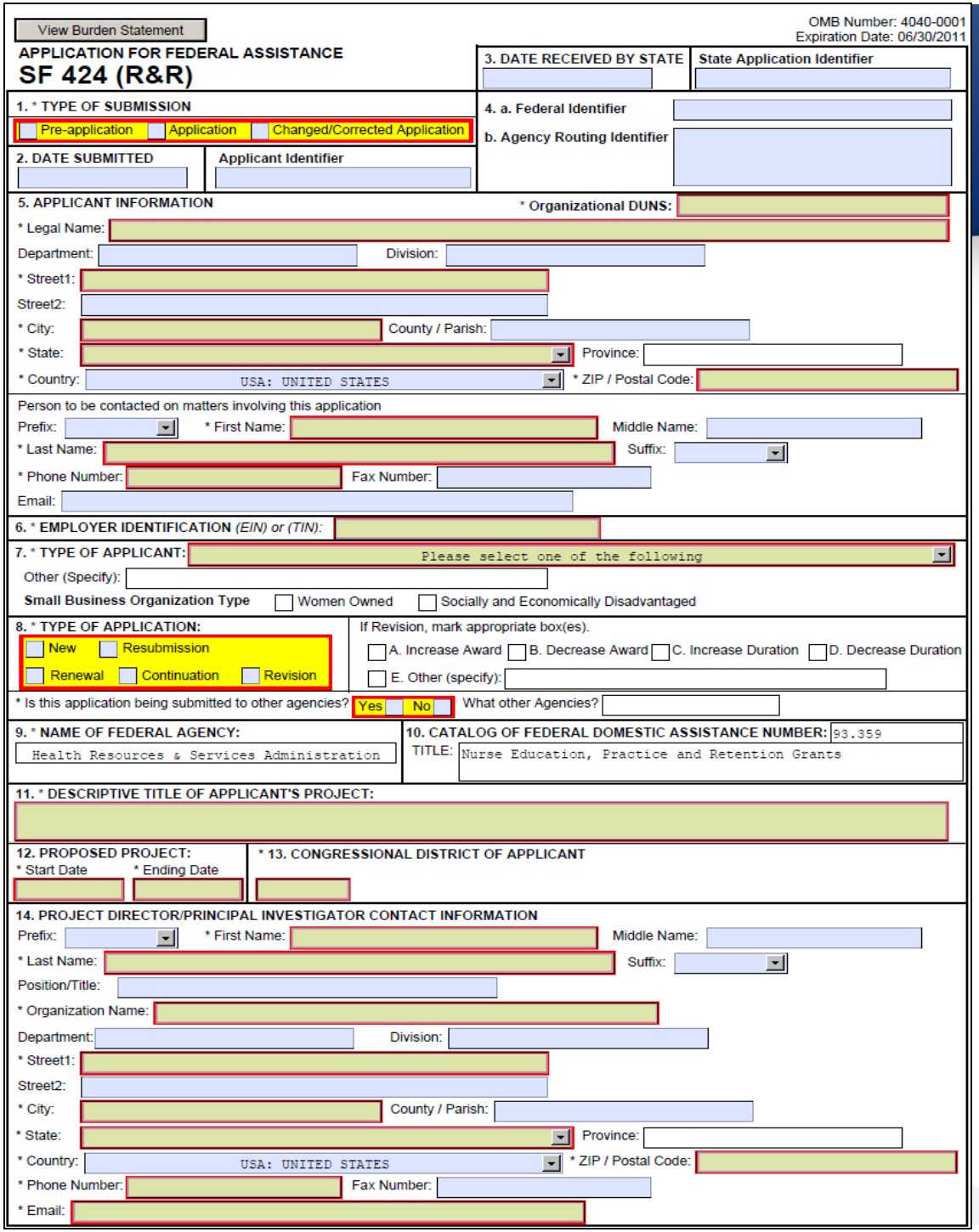
1. Click on a form

2. Click on the arrow to move the form

3. Select the form, open it, and begin working!





View Burden Statement

OMB Number: 4040-0001
Expiration Date: 06/30/2011

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE | State Application Identifier

1. * TYPE OF SUBMISSION
☐ Pre-application ☐ Application ☐ Changed/Corrected Application

4. a. Federal Identifier
b. Agency Routing Identifier

2. DATE SUBMITTED | Applicant Identifier

5. APPLICANT INFORMATION
* Organizational DUNS:
* Legal Name:
Department: Division:
* Street1:
Street2:
* City: County / Parish:
* State: Province:
* Country: USA: UNITED STATES * ZIP / Postal Code:

Person to be contacted on matters involving this application
Prefix: * First Name: Middle Name:
* Last Name: Suffix:
* Phone Number: Fax Number:
Email:

6. * EMPLOYER IDENTIFICATION *(EIN) or (TIN)*:

7. * TYPE OF APPLICANT: Please select one of the following
Other (Specify):
Small Business Organization Type ☐ Women Owned ☐ Socially and Economically Disadvantaged

8. * TYPE OF APPLICATION:
☐ New ☐ Resubmission
☐ Renewal ☐ Continuation ☐ Revision

If Revision, mark appropriate box(es).
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration ☐ D. Decrease Duration
☐ E. Other (specify):

* Is this application being submitted to other agencies? Yes No What other Agencies?

9. * NAME OF FEDERAL AGENCY:
Health Resources & Services Administration

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.359
TITLE: Nurse Education, Practice and Retention Grants

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. PROPOSED PROJECT:
* Start Date * Ending Date

* 13. CONGRESSIONAL DISTRICT OF APPLICANT

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
Prefix: * First Name: Middle Name:
* Last Name: Suffix:
Position/Title:
* Organization Name:
Department: Division:
* Street1:
Street2:
* City: County / Parish:
* State: Province:
* Country: USA: UNITED STATES * ZIP / Postal Code:
* Phone Number: Fax Number:
* Email:

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- Fields in yellow are mandatory and must be filled in.
- Error messages will pop-up if a mandatory field is not filled in.
- If a mandatory field is not filled in, then you will be unable to submit the application.

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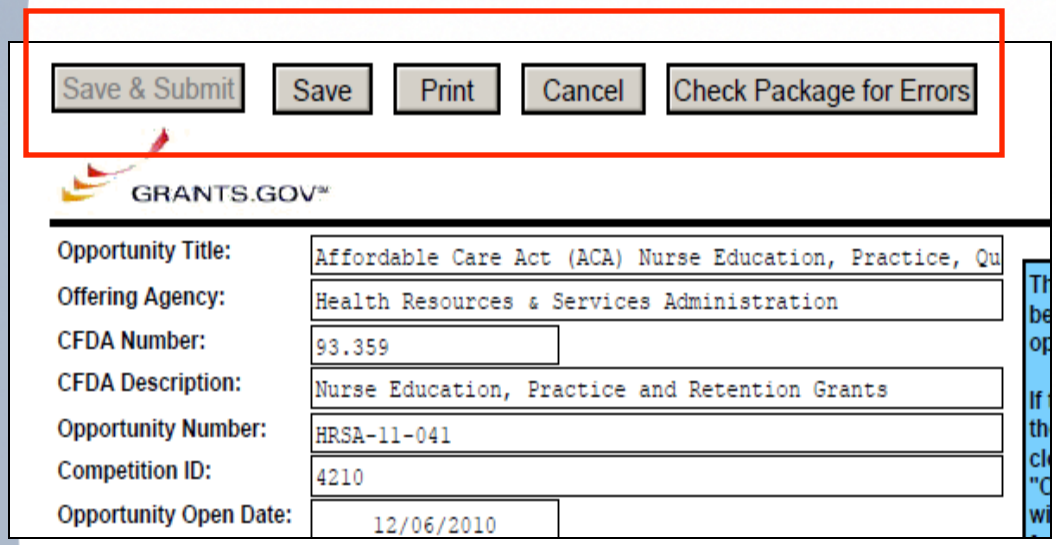
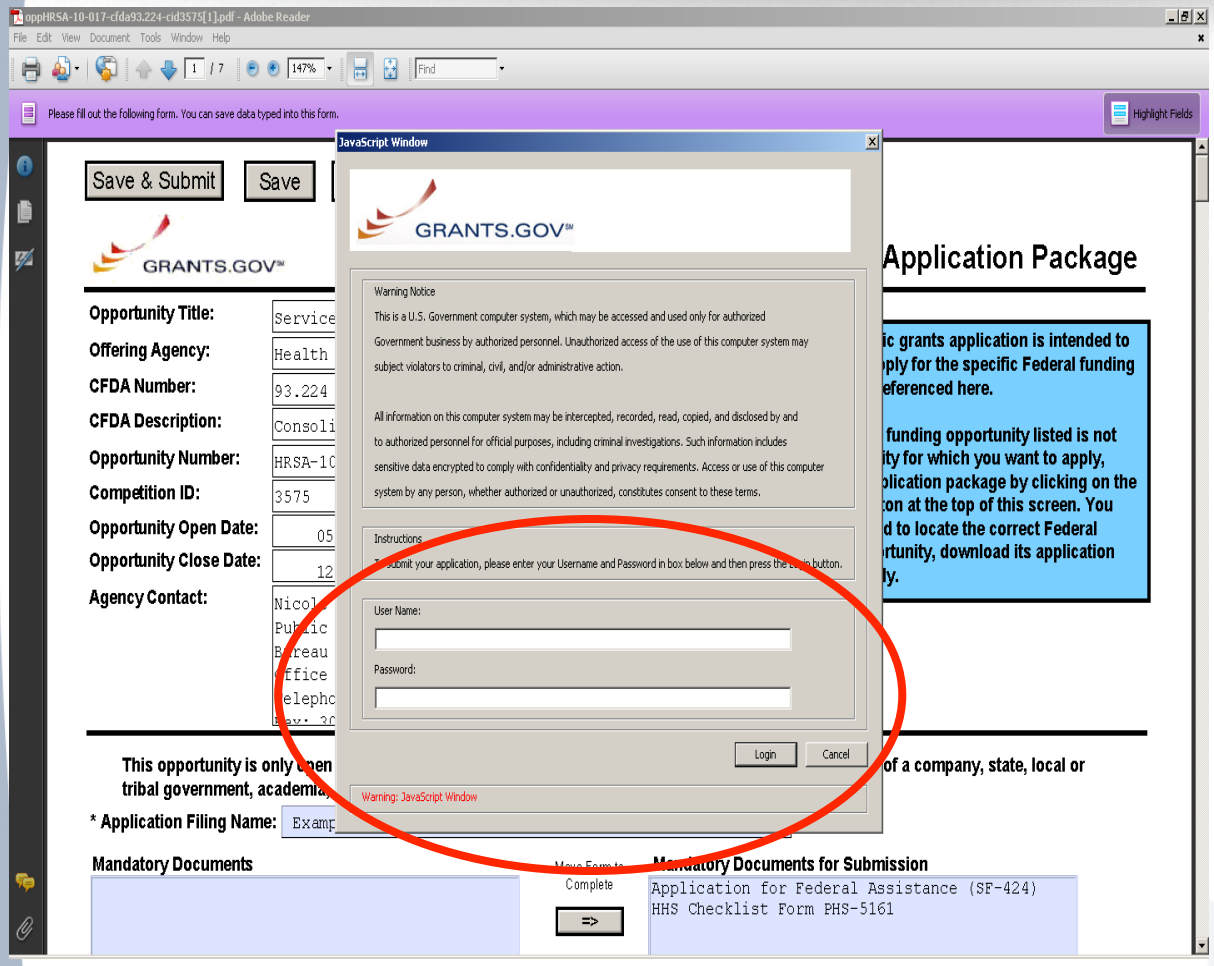
Submitting Your Application Package

Save, Check, and Submit Your Application



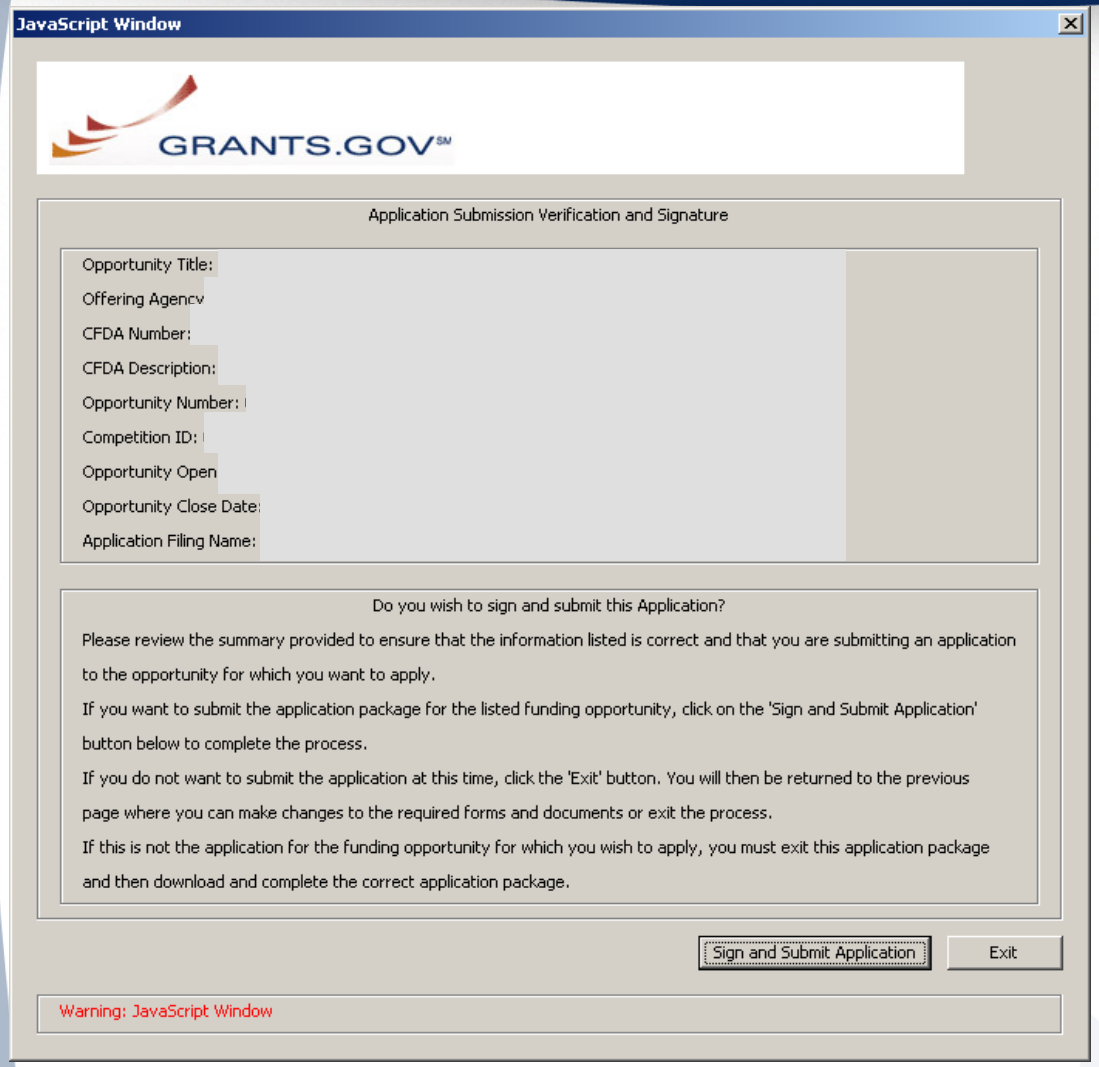
- Buttons at the top of the home page of the application allow you to:
  - Save
  - Check Package for Errors
  - Print your application
- Once your application is free of any of errors, the “Save & Submit” button will become activated.
- Make sure you are connected to the Internet when ready to submit.

Adobe Submission Screen



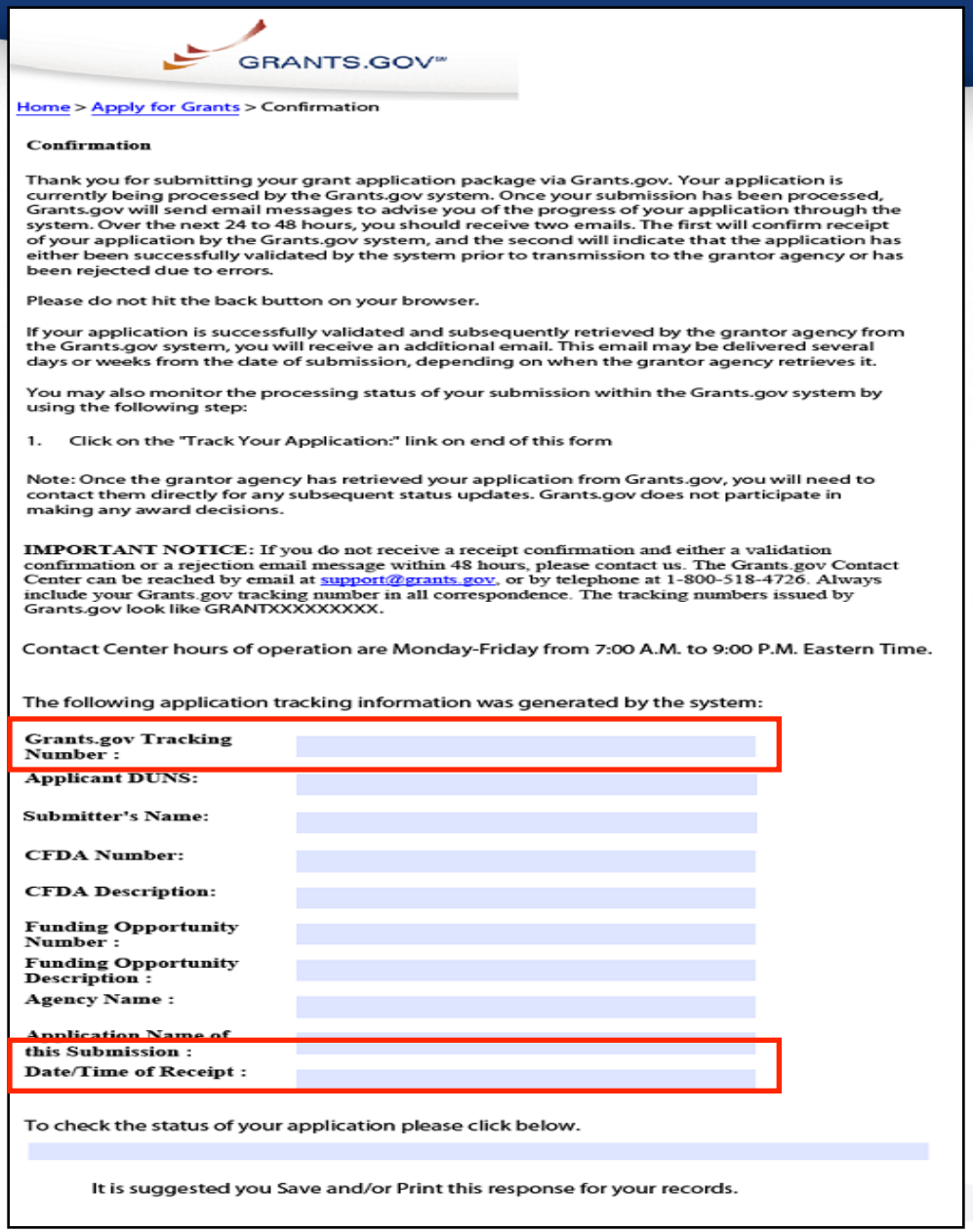
- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

Sign and Submit Screen



- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

Receipt Confirmation



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Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following step:

1. Click on the "Track Your Application:" link on end of this form

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :
Applicant DUNS:
Submitter's Name:
CFDA Number:
CFDA Description:
Funding Opportunity Number :
Funding Opportunity Description :
Agency Name :
Application Name of this Submission :
Date/Time of Receipt :

To check the status of your application please click below.

It is suggested you Save and/or Print this response for your records.

- A confirmation screen will have your Grants.gov Tracking Number
  - Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

Confirmation Emails

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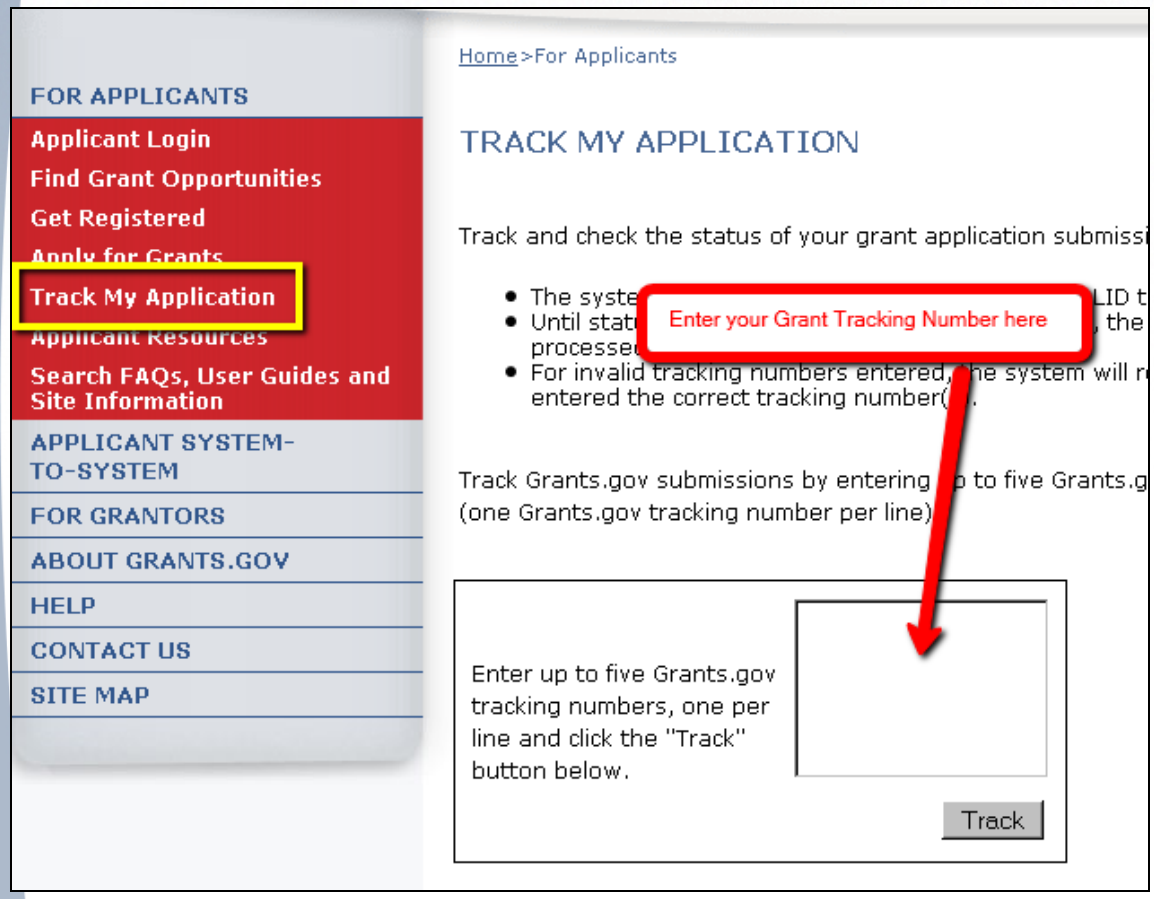
1. Receipt Email
   - Your application has been received by Grants.gov
   - Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*
2. Validation or Rejection Email
   - Grants.gov E-mail Verifying Successful Submission
   - **OR** Rejection Due to Errors with a description of issue
3. Transmission to Agency
   - The Agency has picked up your application from Grants.gov

Track My Application



- Track your application status by entering the Grant Tracking Number
- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency

Tips for Applicants

Grant Proposal Tips

- **Register and Submit Early**
- Thoroughly read and follow all of the instructions provided by the agency
- Include Sufficient Program and Budget Details
- Strongly recommend filling out optional forms in the app package

Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names ($, %, &, *, etc.)
- Use Correct DUNS Number in the SF-424 Cover Page
- Make sure you have Grants.gov compatible software

Grants.gov Applicant Support & Resources

Contact Center

- Support available 24/7
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- Self-help iPortal: (http://grants.gov/iportal)

Additional Resources

- *http://grants.gov/applicants/app_help_reso.jsp*
- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides

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Thank You